

# Sanford/Lee County Technical Review Committee (TRC)

## DEADLINES & MEETING DATES

The following 2017 information is based on the information available to staff at the time of creation. Dates & time may change due to holidays and other conflicts. Please verify with staff specific meeting dates & times prior to including this information within your project schedule.

Additional information is included on the TRC Application.

Staff contact: Alexandria Voignier 919.718.4656 ext. 5399 or [alexandria.voignier@sanfordnc.net](mailto:alexandria.voignier@sanfordnc.net)

**GENERAL RULE:** Most commercial projects and major subdivisions are required to be reviewed by the Sanford/Lee County Technical Review Committee (TRC). Simple building additions may be an exception.

**SUBMITTAL INFORMATION:** The [TRC Project Review Application](#) and [TRC Project Review Checklist](#) are available on the City of Sanford website ([www.sanfordnc.net](http://www.sanfordnc.net)) in the Planning & Development Department section or at the Sanford/Lee County Planning & Development Department office on the 1<sup>st</sup> floor of the Historic Buggy Company Building located at 115 Chatham Street, Sanford, N.C. 27330. Please submit all required information to the Chatham Street office and be aware that incomplete submittals will not be accepted or reviewed.

**DEADLINE DATE / TIME:** The deadline is the 2<sup>nd</sup> Friday of each month at 12:00pm (noon).

**MEETING DATE / TIME / LOCATION:** The TRC meeting is held on the last Thursday of each month at 9:00 am (\*specific dates provided below). The meeting begins at 9:00 am; however, specific review times are assigned to each project & this information will be provided to the applicant so that he/she does not have to sit through the entire meeting. The project contact will receive a copy of the agenda memo for reference. The TRC meeting is held in the 1<sup>st</sup> floor Buggy Conference Room of the Historic Buggy Company Building located at 115 Chatham Street, Sanford, N.C. 27330. Please contact staff if you need directions.

**MEETING ATTENDANCE:** A project representative should be in attendance at the meeting to take notes regarding any/all required revisions and to answer questions.

### TRC DEADLINE

01-13-2017

02-10-2017

03-10-2017

\* 04-13-2017 (a day early due to Good Friday)

05-12-2017

06-09-2017

07-14-2017

08-11-2017

09-08-2017

10-13-2017

\* 11-09-2017 (a day early due to Veteran's Day)

12-12-2017

01-12-2018

### TRC MEETING

01-26-2017

02-23-2017

03-30-2017

04-27-2017

05-25-2017

06-29-2017

07-27-2017

08-31-2017

09-28-2017

10-26-2017

11-23-2017

12-28-2017

01-25-2018

**(\*) NOTE: Deadline and/or meeting date changes.**